

## Weekly Management Report

### March 14, 2014

1. **Notes** – School Facilities Oversight Committee Meeting Minutes of February 12, 2014 – Burbank Unified School District
2. **Memo** – Los Angeles Conservancy Preservation Report Card – Community Development Department
3. **Memo** – Council Request for Artificial Turf Incentive – Burbank Water & Power
4. **Memo** – Planning Board Actions of March 10, 2014 – Community Development Department
5. **Synopsis** – Park, Recreation and Community Services, Child Care Committee, Annotated Agenda/Meeting Summary of March 11, 2014 – Park, Recreation and Community Services Department
6. **Minutes** – Burbank Police Commission Meeting of February 19, 2014 – Burbank Police Department
7. **Synopsis** – Burbank Hospitality Association (BHA) Meeting of March 12, 2014 – Community Development Department
8. **Library Report** – Weekly Library Report of March 13, 2014 – Library Services Department
9. **City Notes** – City Manager's Office City Notes of March 14, 2014 – City Manager's Office





**CITY OF BURBANK**  
**OFFICE OF THE CITY MANAGER**  
(818) 238-5800  
FAX (818) 238-5804

**DATE:** March 14, 2014  
**TO:** Honorable Mayor and City Council  
**FROM:** Mark Scott, City Manager  
**SUBJECT:** **SCHOOL FACILITIES OVERSIGHT COMMITTEE MEETING NOTES**

At the joint meeting with the BUSD Board, the District offered to provide the City Council with copies of meeting minutes from the School Facilities Oversight Committee. Attached are the minutes of the February 12, 2014 meeting. They will also provide periodic oral reports during City Council meetings.

# **BURBANK UNIFIED SCHOOL DISTRICT**

## **SCHOOL FACILITIES OVERSIGHT COMMITTEE**

Minutes of Meeting Held on  
February 12, 2014

### **1. CALL TO ORDER**

The meeting of the School Facilities Oversight Committee was called to order at 7:32 a.m., by Chairman Hovanessian in the auditorium of the Adult School. Members present were: Armond Aghakhanian, Walter Brennan Jr., David Carletta, Kevin Harrop, Vahe Hovanessian, Greg Jackson, Debbie Kukta, Barbara Miller and Michael Moynahan. Alternate member present was: Paula Trubisky. Ex-Officio member present was: Ron Davis. Board Members present were: Larry Applebaum and Ted Bunch. Interim Assistant Superintendent Colleen Patterson, Director of Information Technology and Educational Support Charles Poovakan, Director of Facilities Craig Bell and Project Consultant Kurt Hauffe also attended.

### **2. APPROVAL OF MINUTES OF JANUARY 8, 2014**

It was moved by Mr. Jackson to continue the approval of the January 8, 2014 meeting minutes until the next meeting. Mr. Brennan Jr., seconded this motion. Motion carried unanimously 8-0. All comments for the meeting minutes should be sent to Facilities for inclusion.

### **3. REQUEST TO ADDRESS THE COMMITTEE**

Mr. Brennan Jr., remarked that he had received several phone calls related to the roofing projects at Jordan Middle School and Burroughs High School, specifically illness caused by the odors. Mr. Brennan would like to know what remediation process is planned. Mr. Brennan requested specifications, timelines, budgets and the plans to minimize disruption to instruction for upcoming tree projects. Mr. Moynahan remarked that a Burroughs student working in the school cafeteria had complained of headaches due to the roofing odors. District staff is to provide requested information for the next meeting.

### **4. ELECTION OF COMMITTEE CLERK – Mr. Hovanessian nominated Ms. Miller as Committee Clerk. Ms. Kukta seconded the nomination. Ms. Miller was elected Committee Clerk unanimously 8-0.**

### **5. UPDATE OF COMMITTEE MEMBER SITE VISITS – Ms. Trubisky detailed her report (Exhibit B) of the site visit held at Miller Elementary on January 30, 2014, and requested committee input regarding the changes made to the Site Visit form. Staff will provide response to questions noted on Ms. Trubisky's report for the next committee meeting. Discussion followed regarding: needed project management reports, Miller Elementary is not noted on the Fund 21 spreadsheet, resolution of the water issues in the Miller Elementary two-story building, finalizing the Site Visit forms, serious concern of roofing odors, and needed financial reports detailing expenditures. Mr. Bell remarked that once the Account Ability reports are populated, the financial reports with expenditures will be provided to the Committee on a monthly basis. Committee members expressed positive feedback to the Site Visit form changes. District staff response will be provided for discussed items for the next committee meeting. Mr. Moynahan suggested that the**

**EXHIBIT A**

School Facilities Oversight Committee  
Minutes of February 12, 2014

Committee use Ms. Trubisky's Site Visit form template for now until a better template is developed. Discussion followed regarding: needed consistency of the Site Visit form, staff challenges regarding inputting data into the new Account Ability software, committee

Mr. Harrop arrived at 7:46 a.m.

frustration as this requested financial data is not yet available, hiring a project management firm, halting Bond projects until financial reports can be provided, lack of a permanent District Business Officer, forty Bond projects in the planning stages, month-to-month progress reports which include project scope, budget and timeline for the planned upcoming forty Bond projects, concern that basic project management and planning has not been properly formulated or articulated, reports to the committee of project planning and defining what the upcoming forty Bond projects include, concern of the public cost if projects are halted, hiring additional staff funded through Bond funding, and exploration of bringing in a project management team.

Mr. Hovanessian will include the exploration of bringing in a project management team and costs of hiring additional staff to his report to the Board of Education scheduled for February 20, 2014.

6. **STATUS OF RESPONSE TO PREVIOUS QUESTIONS** – Mr. Bell reported that the warranty for the new fencing is one year. The new fencing has a life expectancy of 15-20 years. The average cost of the new one-inch chain link fencing is 25-30% higher than the standard two-inch chain link fencing.
7. **REVIEW OF ORIGINAL BOND CONSTRUCTION PROJECTS RELATED TO FIRST ISSUANCE** – Mr. Bell presented pictures of the Jefferson Courtyard Project (copies are attached to these minutes). This project was completed under the asphalt category for Jefferson Elementary.
8. **REPORT OF TREE RELATED ISSUES** – Mr. Bell presented a PowerPoint report of the tree issues at Jordan Middle, Luther Middle, Muir Middle, Edison Elementary, Emerson Elementary, Jefferson Elementary and Providencia Elementary Schools. This report was attached to the agenda as Exhibit C. Issues include root invasion creating tripping hazards, root invasion creating utility infrastructure deficiencies and the hazard of tree crown trimming. This report included the accounting analysis of the Jefferson Courtyard Project. Mr. Bell will determine the total square footage of asphalt planned for replacement at Jefferson Elementary, the total square footage involved in the Jefferson Courtyard Project, the remaining asphalt budget and all change order information. This information will be provided for the next committee meeting. To provide root remediation, District staff is planting deep-rooted trees only, and using curbing and root collars when warranted. As the scope/timeline of the Jefferson Courtyard Project was expanded, this expansion will be noted on the Project Report form. Mr. Applebaum requested that the Project Report form for each project become an attachment to each pertinent Board Agenda Item (BAI). The only solution to the root invasion issue is the removal of the tree with replacement of suitable native trees with root barriers. Tree removal brings the concern of loss of shade in lunch and gathering areas. Twenty-year shade structures may be funded with Bond funding once all Division of State Architect (DSA) requirements are met.
9. **TECHNOLOGY UPDATE** – Mr. Poovakan discussed Exhibit D which reflects the budgets for the 21<sup>st</sup> classroom, infrastructure and construction. The PC Refresh Plan, Telephones,

School Facilities Oversight Committee  
Minutes of February 12, 2014

Wireless, 21<sup>st</sup> Century Classrooms roll out for the first issuance was presented and discussed (copy is attached to these minutes). The Refresh Plan provides for a steady stream of computers for the next five years. Some District telephone systems are from the early 90s. 2013 E-Rate funding supported wireless for Disney Elementary, McKinley Elementary, Miller Elementary, Washington Elementary, Providencia Elementary and Luther Middle Schools. Some E-Rate funding as well as Bond funding for wireless may be utilized for Emerson Elementary, Harte Elementary, Monterey High, Muir Middle and Burbank High Schools. Bond funding will be utilized for wireless at Mann. Year 2015 will involve the second Bond issuance. The 21st Century Classroom Committee has recommended Smart Technologies. Ms. Miller remarked that the PC Refresh Plan needs to be consistent throughout the District so that all students have the same opportunities. Discarded/surplus computers are recycled which provides additional funding. Warranty and technical support can be added in to the total cost. District staff will be trained to provide technical support once the warranty ends. Discussion followed regarding: the District Goals being very clear for every expenditure, Local Control Funding driving the Bond projects and a strategic plan that reflects the goals. Director of Instruction and Accountability Sharon Cuseo will attend the next meeting to answer questions and provide information.

10. REVIEW OF INFORMATION AND BOND PROJECT STATUS REPORTS  
RECENT BOARD APPROVED BOND PROJECTS –  
DISCUSSION OF PROJECT MANAGEMENT TEMPLATE –  
SUMMER 2014 PROJECTS –  
MICROSOFT PROJECT SPREADSHEET –  
Mr. Hovanessian moved and Mr. Moynahan seconded that this item be tabled until the next meeting scheduled for March 12, 2014. Motion carried unanimously 9-0
11. QUARTERLY REPORTS – BOARD OF EDUCATION AND CITY COUNCIL – Mr. Hovanessian will report to the Board of Education on February 20, 2014. Mr. Hovanessian requested that any suggestions to this report be emailed to him directly prior to the Board meeting. The draft Committee minutes are being sent to the City Council at this time as a courtesy. Mr. Hovanessian requested that BUSD staff provide reports to the City Council.
12. REVIEW OF DRAFT BY-LAWS – Ms. Patterson reported that the second reading of the bylaws would be presented to the Board of Education on February 20, 2014 with no action requested. The bylaws will then be brought back to this Committee for review.
13. REVIEW OF BUDGET STATUS – Mr. Hovanessian moved and Mr. Moynahan seconded that this item be tabled until the next meeting scheduled for March 12, 2014. Motion carried unanimously 9-0.
14. EX-OFFICIO COMMENTS – No comments were made.
15. NEXT MEETING

The next meeting will be held Wednesday, March 12, 2014, 7:00 p.m., in the Board Room of the District Office. Agenda item: Brown Act Training

16. ADJOURNMENT

Chairman Hovanessian adjourned the meeting at 9:33 a.m.

# Jefferson Elementary Courtyard Upgrade

January 2014





**BURBANK UNIFIED SCHOOL DISTRICT  
TECHNOLOGY SERVICES**

**PC REFRESH PLAN, TELEPHONES,  
WIRELESS, 21<sup>st</sup> CENTURY CLASSROOMS**

---

**1<sup>st</sup> Issuance of Bond = 2013 – 2015 = \$4.5 Million for Technology**

**PROPOSED PC REFRESH PLAN**

This roll-out plan will allow a steady refresh of approximately 500 – 600 computers per year.

**2014 Group:** Disney, Emerson, Harte, Jefferson, McKinley, Providencia, Roosevelt

**2015 Group:** Edison, Miller, Stevenson, Washington, Jordan

**2016 Group:** District Office, Luther Middle, Muir Middle

**2017 Group:** Burbank High, Monterey High

**2018 Group:** Burroughs High, Alternative Schools

**TELEPHONES**

**2014 Group:** Muir Middle, Mann, District Office

**2015 Group:** Edison, Emerson, Harte, Roosevelt, Stevenson, Burbank High, Burroughs High

**WIRELESS**

**2013 Group (E-Rate Y13):** Disney, McKinley, Miller, Washington, Providencia, Luther

**2013 Group:** Jordan, Stevenson

**2014 Group:** Mann, Emerson, Harte, Monterey (Pending E-Rate approvals)

**2015 Group:** Muir Middle, Burbank High (Pending E-Rate approvals)

**2016 Group:** Burroughs High, Jefferson, Roosevelt, Edison

**21<sup>ST</sup> CENTURY CLASSROOMS**

**2014 Group:** 20 – 25 Classroom as Pilot

**2015+ Group:** TBD



# memorandum

**DATE:** March 10, 2014

**TO:** Mark Scott, City Manager

**FROM:** Joy R. Forbes, Community Development Director *JB*

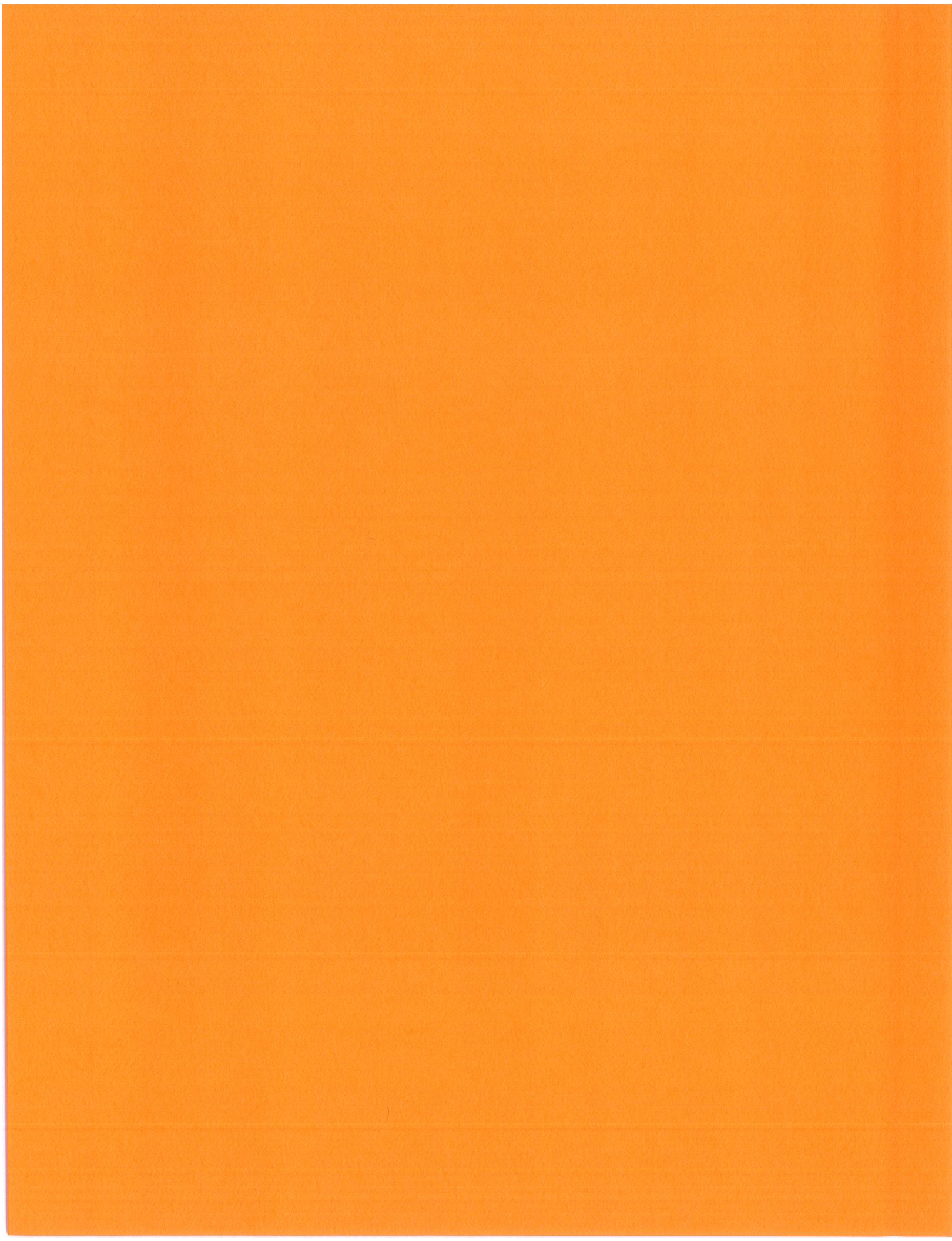
**SUBJECT:** Los Angeles Conservancy Preservation Report Card

The Los Angeles Conservancy is a nonprofit membership organization that works through education and advocacy to recognize, preserve, and revitalize the historic, architectural, and cultural resources of Los Angeles County. The Conservancy periodically prepares a County-wide Preservation Report Card to help improve historic preservation at the local level and motivate cities to strengthen their preservation efforts.

This year, the Conservancy announced that Burbank had received a grade of A in the report card, which is a notable improvement over the previous grade of C. This accomplishment was achieved thanks to the dedicated work of the Heritage Commission and the efforts of Amanda Landry, Associate Planner.

Staff will continue working with the Los Angeles Conservancy, Heritage Commission, City Council, and the public to raise awareness of the City's historic preservation program and promote the benefits of preservation.

14 MAR 10 6375  
CITY OF BURBANK  
COMMUNITY DEVELOPMENT DEPARTMENT




# Burbank Water and Power

## MEMORANDUM

DATE: February 28, 2014

TO: Mark Scott, City Manager

FROM: Ron Davis, General Manager, BWP 

SUBJECT: Council Request for Artificial Turf Incentive

At the February 25, 2014 City Council meeting, a request was made by Council Member Talamantes to consider adding artificial turf to the list of eligible options for rebate through the GoNative Turf Removal Program.

GoNative is one of BWP's Public Benefits Programs and each year, after the budget process, staff reviews these programs with the Council, offering recommendations for changes or proposing new programs to address emerging needs. Staff will include the proposed addition of artificial turf to the GoNative Program at that time for Council consideration and approval.

PC 8A 01 PM 14


CITY OF BURBANK  
CITY OF BURBANK



# memorandum

**DATE:** March 12, 2014

**TO:** Mark Scott, City Manager

**FROM:** Joy R. Forbes, Community Development Director 

**SUBJECT:** Planning Board Actions of March 10, 2014

At the regular meeting of March 10, 2014, the Planning Board discussed the following items:

**1. Project No. 13-0005804 | Project No. 13-0005804 – Study Session Regarding Small Lot Subdivisions:**

This report introduces the concept of small lot subdivisions to the Planning Board, discusses the development of a small lot subdivision ordinance in Burbank and seeks direction from the Board on development and design standards for small lot subdivisions.

The Planning Board provided direction on small lot subdivision development standards, design guidelines and additional outreach methods.

**2. Pedestrian Safety Assessment:**

The City of Burbank, Community Development Department recently concluded an external review of its pedestrian safety policies under the Institute of Transportation Studies Technology Transfer Program at UC Berkeley. Funding for this Pedestrian Safety Assessment is provided by a grant from the California Office of Traffic Safety. The primary objectives of the program are:

- To improve pedestrian safety in a city or country
- To create safe, comfortable, accessible, welcoming environments for pedestrians
- To enhance the walkability and economic vitality of local districts

The Board noted and filed the report.

cc: [illegible]



CITY OF BURBANK  
PARK, RECREATION AND COMMUNITY SERVICES  
ANNOTATED AGENDA/MEETING SUMMARY

---

**Meeting:** *Child Care Committee*

**Date:** *3-11-14*

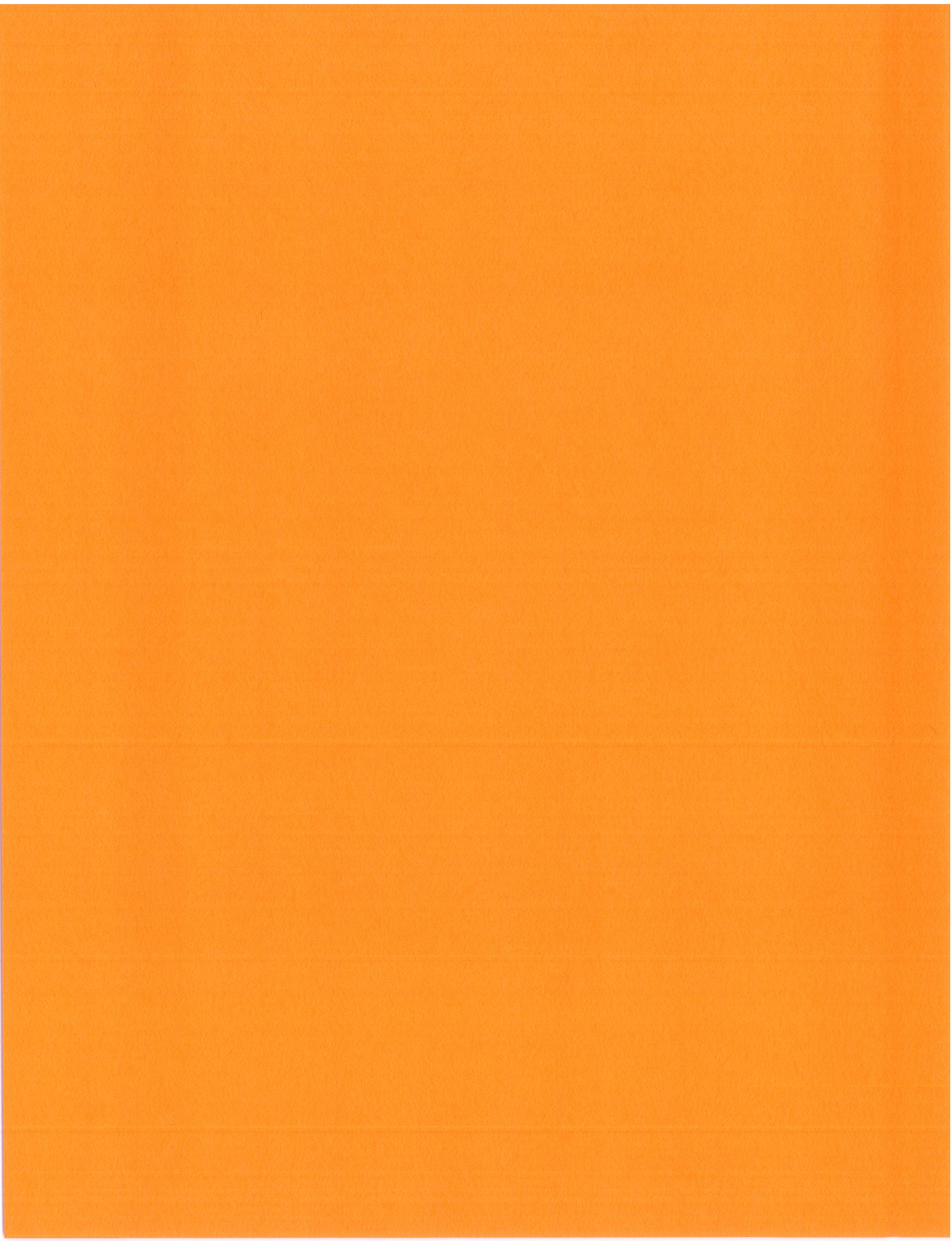
**Staff Present:** *Judie Wilke, Cathryn LaBrado, Viviana Garzon, Lupe Meza*

**Committee Members Present:** *Brenda Bannuelos, Barbara Gunderson, Armineh Haccobian, Marva Murphy, Deane Phinney,*

*Helen I. Von Seggern*

**Council/Board Liaisons Present:** *None*

<b>Item Discussed</b>	<b>Summary</b>	<b>Direction or Action, if any</b>
1 PRESCHOOL FAIR	The group discussed the Preschool Fair and agreed with postponing the event to November. Members reviewed a draft registration letter from the Parent Education League.	Staff will revise letter and send to committee for final approval.
2 YOGA BLEND SPEAKER/PRESENTATION	Julia Suh from Yoga Blend led the Committee in a few basic yoga stretches and spoke about yoga in general and the benefits for both children and adults.	
3 NEW AGENDA ITEMS	None	



## **February 19, 2014**

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1805 hours by Commission Chair, Richard Warmack.

### **CALL TO ORDER AND ROLL CALL**

Present: Commissioners Cohen, Pletcher, Rubinfeld, Stearns-Niesen, Vest, and Warmack

Also Present: Chief LaChasse, Captains Albanese and Caruso, Police Administrator Wilson, Senior Assistant City Attorney Oh, and Executive Assistant Nakamura

### **INVOCATION AND FLAG SALUTE**

The invocation was led by Commissioner Warmack and the flag salute by Commissioner Stearns-Niesen.

### **COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES**

Commissioners met with Chief LaChasse and Police Administrator Wilson in mid-January to review the proposed budget for FY 2014-15.

Commissioner Warmack met with Senior Assistant City Attorney Oh to provide updates on Commission business since her absence.

### **ORAL COMMUNICATIONS**

Mr. Nolan commended officers for a response to a situation at a local market.

### **RESPONSE TO ORAL COMMUNICATIONS**

Commissioners thanked Mr. Nolan for his comments.

### **APPROVAL OF MINUTES FROM JANUARY**

Commissioner Cohen made a motion, seconded by Commissioner Vest, to approve the minutes from the January 15, 2014, meeting as written. Passed unanimously.

### **ITEMS OF BUSINESS**

#### **1. Grading of progress on critical strategies of the Strategic Plan**

Tracking administrative incidents and investigations - Commissioner Stearns-Niesen made a motion, seconded by Commissioner Rubinfeld, to grade the report as Satisfactory. Passed unanimously.

Command Staff/City Executive notification matrix - Commissioner Stearns-Niesen made a motion, seconded by Commissioner Pletcher, to grade the report as Satisfactory. Passed unanimously.

Evidence storage and inventory (follow up) – Commissioner Warmack made a motion, seconded by Commissioner Cohen, to grade the follow up efforts as Satisfactory. Commissioners will request another follow up in six months to monitor ongoing efforts. Passed unanimously.

## **2. Presentation and discussion of critical strategies of the Strategic Plan**

Electronic Subpoenas: Captain Caruso stated the adoption of the electronic subpoena delivery system, as requested by the LA Grand Jury, was completed in December 2013. The system originally accepted subpoenas only from the LA County District Attorney's Office, but has been expanded to accept them from our City Attorney's Office as well.

Basically, the e-subpoena system uploads a subpoena for misdemeanor offenses. The system is interfaced with the Department's Outlook email system, and notifies the employee a subpoena is waiting in the system and tracks acknowledgement of receipt. The system provides immediate communication between agencies and the DA's office to confirm receipt of the subpoenas. Traffic subpoenas may soon be included in the system. Daily monitoring of the system is done by the Subpoena Control technician; the system administrator is Lieutenant Dermenjian.

Use of force Investigations (Patrol): Captain Albanese defined "use of force" as any method to overcome resistance. The levels of force are described as follows:

- Category 1: Use of deadly force, force causing traumatic head injury or hospitalization
- Category 2: Use of Taser, control hold, pepper spray, baton
- Category 3: Minor use of force – force to ground to gain control of a subject

Use of force investigations have five levels of review, commencing with the Sergeant who responds to the scene and completes the investigation and memorializes the incident with reports, photos, recordings, interview of officers and witnesses. Per Department policy, the Sergeant has 14 days to complete the analysis. The report is then reviewed by the Watch Commander, the divisional Captain, the Deputy Chief, and finally the Critical Incident Review Board (CIRB).

For extraordinary deployments involving outside agencies or large mobilizations (e.g. Krispy Kreme car show), an after-action report is prepared to provide an overview of the incident, steps to resolution, working timeline, on-scene command, and debrief.

## **3. Discussion of Section 705 of the City Charter**

Senior Assistant City Attorney Oh provided each commissioner with a copy of the City Charter, which is the constitution for the City, and spoke about the duties and powers outlined in Section 705 of the City Charter regarding the Police Commission.

## **4. Discussion and vote regarding potential undertaking of additional responsibilities**

Commissioners discussed whether or not to pursue further responsibilities for the Commission as allowed by the Charter. As the review process for the Strategic Plan nears completion, Commissioners are considering receiving more information, taking into consideration privacy rights, to facilitate their advisory capacity to the Council and to recognize warning signs of problems within the Department.

Commissioner Stearns-Niesen made a motion, seconded by Commission Rubinfeld, to continue with the discussion about further roles and responsibilities, within the powers/ confines of the Charter and state law. Passed unanimously.

**5. Discussion and possible formation of subcommittee to assist in the implementation of any additional responsibilities of the Police Commission**

Commissioners agreed that a full, open dialog as an intact body is more productive than forming a subcommittee at this time.

**6. Briefing by the Police Chief and the Administrative Staff**

Chief LaChasse stated:

- Crime stats
- March 4<sup>th</sup> : City Council Town Hall
- March 4<sup>th</sup> : Communication Center reopening celebration
- March 22-23: Baker to Vegas relay race
- April 3<sup>rd</sup> : Community Academy graduation
- Mountain lion sightings – information pushed out to public, signage posted at trailheads
- Participated in a meeting on February 19<sup>th</sup> with the City Manager, Mayor, Vice Mayor, and Supervisor Michael Antonovich regarding funding needs of the City relative to AB109
- Budget: going to Council in a couple of weeks for mid-year budget appropriations - no budget reduction scenarios required this year
- Discussion of the SRO grant before the Council is scheduled for March 18<sup>th</sup>

**FINAL PERIOD OF PUBLIC COMMENTS**

Mike Nolan commented on SRO program funding, seniority/experience of officers on Patrol, GPS in Patrol vehicles

**COMMISSION RESPONSE TO SECOND PERIOD OF PUBLIC COMMENTS**

Commissioners responded to Mr. Nolan's comments.

**COUNCIL LIAISON COMMENTS** (their views and not those of the Council)

Dr. Gordon:

- For future consideration, request an update and presentation of implication of assembly bill AB109 (topic of Supervisor Antonovich's meeting today) by the Deputy Chief of County Probation who oversees the implementation of the assembly bill, and how this impacts the city
- Recommended having Strategic Plan report grading bullet points on a PowerPoint slide for clarification for community members watching at home
- Interaction with the public - important to continue discussion on ways to communicate the responsibilities and the services provided by the Commission to the community

Mr. Frutos:

- Distributed articles to the Commission on officer shooting reviews, and the ACLU calling for civilian oversight of the Anaheim Police Department. Suggested that Commissioners consider sitting down with the Chief to have discussions on allocation of personnel, transitional housing, budget, and SRO program...important matters to the community and allows for informed suggestions to the Council.

## **INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

As agendaized at the January meeting by Commissioner Rubinfeld, presentation by the City Attorney's Office of an overview of POBAR, as well as the penal code section referring to confidentiality of police officer personnel records. Passed unanimously.

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Cohen, to discuss the future funding of the SRO program via the Department's grant and matching funding, and to establish a position on the issue as a Commission. Passed unanimously.

Commissioner Vest made a motion, seconded by Commissioner Rubinfeld, have a presentation by the Department on how seniority affects how patrol shifts are picked the level of experience on each shift. Passed unanimously.

Commissioner Pletcher made a motion, seconded by Commissioner Stearns-Niesen, to request an update of AB109 issues facing the City. Passed unanimously.

Commissioner Pletcher made a motion, seconded by Commissioner Rubinfeld, regarding a status update of GPS system in patrol vehicles. Passed unanimously.

Commissioner Warmack made a motion for the April meeting, seconded by Commissioner Stearns-Niesen, to discuss the Police Commission's ability to review selected internal audit reports conducted by the Department (referring to the Summary of future Commission Roles created on 12/16/13 during a meeting with City Staff and Mr. Gennaco, Item #1) . Passed unanimously.

Commissioner Warmack made a motion for the April meeting, seconded by Commissioner Stearns-Niesen, to discuss the Commission's ability to review all formal citizen complaints related to the Department and the metrics on complaint trends received by the Department (referring to the Summary of future Commission Roles created on 12/16/13 during a meeting with City Staff and Mr. Gennaco, Items #2 & #6). Passed with 4 votes, with two no votes cast by Commissioners Vest and Cohen.

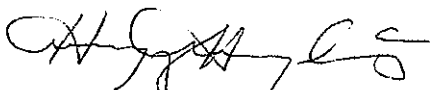
Commissioner Rubinfeld made a motion for the April meeting, seconded by Commissioner Cohen, to receive an update on cold cases by the Investigation Bureau. Passed unanimously.

## **COMMISSION AND STAFF ANNOUNCEMENTS/NEXT MEETING DATE**

The next scheduled meeting of the Police Commission is Wednesday, March 19, 2014, at 6:00 pm.

## **ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 2010 hours.



Hagop Hergelian, Secretary  
Burbank Police Commission






# memorandum

**DATE:** March 13, 2014

**TO:** Mark Scott, City Manager

**FROM:** Joy R. Forbes, Community Development Director 

**SUBJECT:** THE BURBANK HOSPITALITY ASSOCIATION (BHA)  
MEETING SYNOPSIS – MARCH 12, 2014

- Staff made several announcements including: a reminder on the upcoming Fine Arts Festival, set to take place April 19-20, 2014 Downtown Burbank; a report that the new Airport Dioramas featuring Visit Burbank advertising would go up on March 14, 2014 at the Burbank Bob Hope Airport; and an update on the Burbank Arts For All Foundation selected the Downtown P-BID as one of this year's honorees at the annual Party on the Plaza, slated for May 2<sup>nd</sup>.
- Monica Newhouse from the Burbank Bob Hope Airport gave a presentation to the Board on the proposed replacement terminal and opportunity site development at the airport. The Board was supportive of the Airport's efforts to replace the dated terminal, and will pen a letter in support of the updates on behalf of the Tourism District.
- Staff presented website and social media analytics for February 2014. The Visit Burbank website displayed a 10% increase in page-views; reports also show visitors are staying longer on the website. The Visit Burbank Facebook page continues to gain momentum achieving over 1,500 "Likes" in the month of February. The total reach for the social media page is up 185%.
- The Board briefly discussed the upcoming 2015 Special Olympics, which will be held in Los Angeles. Board members were supportive of being involved at some sponsorship level and asked for more details in the future.
- Staff presented a proposal for a new TBID Signature Event, a Burbank-wide hotel concert party featuring headlining bands from the 80's. The event would potentially take place in September 2014, and would attract visitors from across California to Burbank for a weekend getaway. The Board was interested in the idea, but requested more logistical, marketing, and financial information to be reported back at the next meeting.
- The Board voted to sponsor the Arts For All Party on the Plaza at the \$2,500-table level as well as fund a full-page congratulatory ad for the Downtown P-BID.
- The next meeting is scheduled for April 9, 2014.

100

101

102

103

104

105

106

107

108

109

110

111

112

113

114

115

116

117

118

119

120

121

122

123

124

125

126

127

128

129

130

131

132

133

134

135

136

137

138

139

140

141

142

143

144

145

146

147

148

149

150

151

152

153

154

155

156

157

158

159

160

161

162

163

164

165

166

167

168

169

170

171

172

173

174

175

176

177

178

179

180

181

182

183

184

185

186

187

188

189

190

191

192

193

194

195

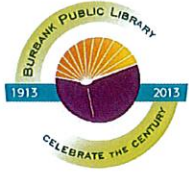
196

197

198

199

200



**CITY OF BURBANK  
LIBRARY SERVICES DEPARTMENT  
MEMORANDUM**

**DATE:** March 13, 2014

**TO:** Mark Scott, City Manager

**FROM:** Sharon Cohen, Library Services Director

**SUBJECT: Weekly Library Report**

- The Burbank Sister City Committee has been working with our sister city of **Gaborone, Botswana** in Southern Africa for the past 7 years to help them with their fight against malaria. Each year Burbank High and John Burroughs High Schools have participated in a fundraiser, led by committee members and teachers Dena Zelig and Doug Grimshaw. Funds raised are used to purchase the insecticide-treated mosquito nets given to local villagers to help protect them against malaria. Around the world malaria kills 3,000 people every day, and a child dies every 30 seconds. This is a totally preventable disease. However, the people of Africa do not have the money or materials needed to help prevent this disease. Each July, our friends in Botswana participate in a **Malaria Campaign** where they deliver nets to a suffering village and teach the villagers how to use them. Over the past 7 years of this event, the two Burbank high schools have raised close to \$20,000, and have sent close to 2,000 nets to be delivered throughout Botswana. These nets were delivered directly to Gaborone in the name of Burbank and John Burroughs High School and the City of Burbank. This March and April, Burbank High and John Burroughs High will be participating in the annual fundraiser again and are looking forward to sending more nets to our friends in Gaborone!

In addition to the mosquito net fundraiser each year, the Burbank Sister City Committee has sent 2 separate delegations (Summer 2010 and Summer 2013) to Gaborone, Botswana to take an active role in the Malaria Campaign and delivery of the nets in person. They taught the citizens how to properly set up the nets and other methods of malaria prevention. It was a life changing experience for the delegations to actually see and meet the people whose lives are helped with this fundraiser! This experience allowed for an even closer connection between Burbank and Botswana.

- The **Children's Department** has wrapped up the Library's Winter Storytime session of eight meetings per week. Over the course of the session, the kids made approximately 1,280 bunnies, valentines, rockets, trains and puppies, (special thanks to the student volunteers for cutting out all the pieces!), read 192 books, and sang "If You're Happy and You Know It" 64 times. **Spring Storytime session** starts April 1, and signups for BV Toddler Time start online on

March 18. A big thanks Children's staff for all their hard work, creativity and dedication to making sure that children are taught the importance of reading at an early age!

- A group of **19** from the **Burbank Adult School** visited the Northwest Branch Library on March 6. Ms. Jemma brought her adult students, many of whom are new to the United States with English as their second language. All of the students had a very important homework assignment: to get a Burbank Library card! We are pleased to report that all of the students passed this test! They enjoyed learning about the many wonderful, free Library services, explored Northwest, and checked out many books and DVDs!
- It was standing room only at the **teen program**, featuring young adult author, Holly Goldberg Sloan, on Thursday night at Buena Vista! The total turnout for the evening was **108**. Holly talked about her first book, *I'll Be There*, which had been highly rated by two of our teen book clubs, and her new book, *Counting by 7s*. There was great excitement when the audience found out the sequel to *I'll Be There* (*Just Call My Name*) will come out in August of this year, with all the favorite characters returning. After speaking, Holly took some questions about her writing process (no outline ever!) and then autographed books for half an hour.





Important Updates for the Burbank City Council

March 14, 2014

## Mosquito Net Fundraiser for Sister City in Botswana

The Burbank Sister City Committee has been working with Sister City Gaborone, Botswana to help with their fight against malaria for the past 7 years. Led by committee members and teachers Dena Zelig and Doug Grimshaw, Burbank and John Burroughs High Schools are raising funds in March and April to purchase insecticide-treated mosquito nets. Over the past 7 years, the schools have raised almost \$20,000 and have sent close to 2,000 life-saving nets to be delivered throughout Botswana. In addition to coordinating the annual fundraiser, the Burbank Sister City Committee has sent 2 separate delegations (Summer 2010 and Summer 2013) to Gaborone, Botswana to take an active role in the Malaria Campaign. The delegates personally delivered the nets, taught the citizens how to properly install them, and demonstrated other valuable malaria prevention methods. This experience has allowed for an even closer connection between Burbank and Gaborone.

## Information Technology Department Expands Hosting Services

Since 2010, the Information Technology Department has been providing hosting services in their streamlined data center. Cities that do not have funding for the hardware infrastructure or technical resources to run their own technical programs can pay to have their programs "hosted" by an outside entity. While this can be very costly, using a neighboring city that has the infrastructure and technical skills already in place can be a better option. The Information Technology Department currently provides hosting services to the Cities of Glendale, Temple City, Eastvale and now Calabasas. After the initial installation, the programs run virtually "hands free" with no impact to city staff resources. The revenue generated is reinvested in technology for the City of Burbank. This partnership is a prime example of how cities can work together during tough fiscal times and continue to bring technical and less costly solutions to their customers.

## Burbank Water and Power's Customer Satisfaction

Annually, BWP conducts customer satisfaction research with residents and businesses. In 2013, Burbank businesses were surveyed to find out how they feel about BWP performance on a wide range of topics. Scores were exceptionally high, with over 82% of businesses saying they are very satisfied with BWP overall. This compares incredibly favorably against statewide businesses served by a municipal utility (71%) and those served by an investor-owned utility (72%). BWP also scored high on these dimensions: providing reliable electricity, restoring power quickly, being a well-run utility, working to improve service, helping businesses save energy, environmental commitment, leader in investing in new technology, providing effective communications, clarity of information on bill, and bill accuracy.

## Screenland Sidewalk Project

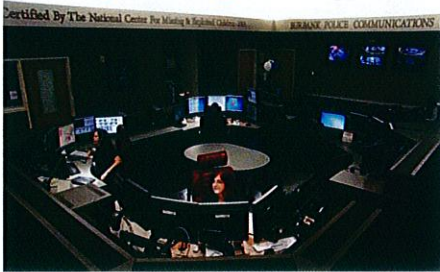
As of March 7, a new sidewalk on both sides of Screenland Drive has been installed. The contractor is continuing to do cleanup work on adjacent lawns, walkways, and parkways. Small concrete repairs are also in process along Hollywood Way's new sidewalk areas.



## Veterans Job Fair

The Management Services Department – WorkForce Connection Office successfully conducted a Veterans Job Fair on March 6 at McCambridge Recreation Center. This was a collaborative effort between Burbank WorkForce Connection, Verdugo Jobs Center, and the Employment Development Department. The event was well received by the community and the team was able to assist 215 job seekers. The employer outreach was also just as successful with 49 companies in attendance, including Warner Bros., Logix Federal Credit Union, Social Security Administration, The Beverly Hilton, Starbucks, and Southwest Airlines. Through extended marketing efforts, the team attracted 85 more job seekers and 12 more employers than in the previous inaugural year.

## Re-Opening of the Police Department's Communications Center



On Tuesday, March 4, the Burbank Police Department hosted a ribbon cutting ceremony for the re-opening of its Communications Center. The Communications Center annually receives over 30,000 9-1-1 calls as well as 159,000 non-emergency and business calls. The upgrades were necessary, as old furniture was falling apart, there was very limited access to the electronic components for service technicians, and the wall fabric was deteriorating. This project was primarily funded by the State of California through the 9-1-1 tax on all phones. In partnership with BWP, City IT, and

the Public Works Department, the new layout provides six workstations and adjustable work tables. Upgraded data cables were also installed in preparation for new radios and Next Generation 911 technology, a regional project that will allow the public to contact 911 through other methods such as text, video, and email.

## The "20 Gallon Challenge"

The state of California is experiencing a drought. While water supply in Burbank is stable, the state's problem is likely to intensify. BWP is asking all residents to take the "20 Gallon Challenge" and reduce water usage by 20 gallons every day. Simple steps, like taking shorter showers, running full loads in clothes and dish washers, and not letting the water run when brushing teeth, can really make a difference. BWP is encouraging residents to utilize their website as a resource to find dozens of tips on how to use water wisely and information on BWP's water and energy saving programs.

## Promotional Seminar Held for Burbank Police Department Personnel

A promotional seminar designed for BPD personnel was conducted on March 5, by members of the BPD command staff. Captains Albanese, Caruso and Cremins presented a seminar that focused on effective preparation relative to the promotional process. The seminar covered the dimensions of leadership, ethics, policy formulation and implementation, and specific preparation ideas for written exams and oral interviews. Twenty-six BPD employees, both sworn and civilian, participated in the seminar.

## Library Mascot Design Contest

Burbank Neighborhood Leadership Program is coordinating a Mascot Design Contest as their 2014 project. The winning entry will be turned into a costumed mascot for the Burbank Public Library. Submissions will be accepted until March 21 at any library or online. Burbank Neighborhood Leadership Program will then host a reception on May 22 at the Buena Vista Branch Library to unveil the winning design.

## Sacramento Agency visits Mental Health Evaluation Team (MET)

MET received a visit from Khani Gustafson, MSW, an Associate at the California Institute for Mental Health in Sacramento on March 4. Ms. Gustafson also sits on a panel that reviews laws related to the Lanterman-Petris Short Act (WIC § 5000-8000), regarding involuntary hospitalizations and weapons. She inquired about the MET's history, outcomes, and impact of the programs upon the community. Ms. Gustafson was highly interested in returning to Burbank MET for a second visit and ride along, with the possible mention of the program in a newsletter or internal publication.